



TRAPPING LICENSE RENEWAL NOTICE

2016-2017 Trapping License Information

Your current license will expire June 30, 2016.

No Cash Accepted At Department Offices

Starting January 1, 2017 the California Department of Fish and Wildlife (Department) will no longer accept cash at the Department's License and Revenue Branch and regional license offices. Checks, money orders, or any debit or credit card with the Visa or MasterCard logo are accepted.

Enclosed are the following:

- 2016-2017 Trapping License Renewal Worksheet
- 2015-2016 Trapping Report Form (DFW1389a).
- Credit Card Authorization Form (FG1443a).

Check List for Renewing Your Trapping License

Please read the instructions on the worksheet before completing. **Incomplete** reports and/or worksheets will be returned and may **delay** the issuance of your license. Allow 15 business days to process your application for renewal of your license.

Please remember to:

- ✓ Review the preprinted information carefully, line through incorrect information, add corrections, and provide information required to complete the worksheet, sign and date it.
- ✓ Complete, sign, and date the 2015-2016 Trapping Report Form (FG1389a), or,
- ✓ Submit through the Departments online license service at www.wildlife.ca.gov/licensing/online-sales
- ✓ Submit a cashier's check, money order, personal or business check. If paying by credit card, complete, sign, and date the credit card authorization form.

Renew Your License Online

You can now renew your Trapping License online with the Department's Online License Sales and Services at www.wildlife.ca.gov/licensing/online-sales

- You must provide the licensee's identity (i.e. GO ID, driver's license, etc.) You can find your GO ID located above your name and State ID number printed on your license or under the barcode on your Trapping License Renewal Worksheet.
- Select purchase licenses, then go to the menu box check Permits.
- You will need either a Visa or MasterCard to make a purchase.
- Items purchased online will include a five percent (5%) nonrefundable license agent handling fee.

Deadline to Submit Annual Report

Section 467, Title 14, of the California Code of Regulations (CCR) requires licensees to submit annually a sworn statement or report to the Department **on or before July 1 of each year.**

If you renew your license early, are no longer going to trap mammals, or no animals were taken in the 2015-2016 license year, you **are still required to complete and submit a Trapping Report Form on or before July 1, 2016.**

Failure to file your Trapping Report will result in the suspension of your Trapping License. The Fish and Game Commission shall be notified of any suspension and may revoke or reinstate your license renewal application.

A trapping report form is not enclosed for those licensees that have indicated they only provide trapping services for profit, because they are not required to submit a report.

Submit Your Trapping Report Online

You will need your date of birth, last name, and GO ID# found on your current license to log in.

1. Sign into your profile at www.ca.wildlifelicense.com/InternetSales/
2. From the Menu box click on **"Harvest Reporting"**.
3. Click on **"Submit Report"** next to the Trapping.
4. Select what you would like to report.
 - Did not Trap, or
 - Trapped Successfully, or
 - Trapped, but not successful
5. If you trapped complete the species trapped, county, number killed, number of traps set, number of days traps were set, species sold and purchaser information.
6. Important: **Check** the **box** to submit your report. You can then edit report or confirm report. Once report is completed **check** the **box** to **confirm**.
7. The **"Successful Report Submission"** page will appear, confirming you have completed the Trapping Report. You will be given a confirmation number to write down for your records.

For more information contact the CDFW's Internet Sales Help Desk at (916) 928-6882 or e-mail InternetSales@wildlife.ca.gov

Forms and Laws and Regulations

Forms, and Trapping License Laws and Regulations (DFW1389d) are posted on the Department's website at www.wildlife.ca.gov/Licensing/Trapping